

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Office Technician (T)	59/DES/Administration	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Office Technician (T)	559-045-1139-xxx	October 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Office Chief of Building Operations and Safety (OBOS), a Staff Services Manager II, the Office Technician (T) performs a wide variety of duties critical to the proper functioning of the Office of Building Operations and Safety. The Office Technician (T) is expected to provide clerical support, performing with a high degree of initiative, independence, good judgment, and originality. Typical tasks include but may not be limited to the following:

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

Job Description

- 35% (E) Provides clerical support for Translab OBOS staff. Prepares memos, letters, and reports; edits and proofreads documents; prepares copies and binders. Performs data entry into existing spreadsheets and databases; files and performs clerical duties as required. Purges files in accordance with the record retention schedule. Updates Manuals with current changes. Notifies staff and management when mandated training is due.
- 30% (E) Incumbent receives, handles, routes, and delivers all Translab mail (U.S. Mail, Departmental Mail, FedEx, Express Mail, and other hand-carried deliveries) to and from Headquarters, the Districts, and Farmer's Market facilities. Monitors Translab postage costs and maintains postage meter. Completes purchase requests for additional postage as needed. Ensures mail room is kept neat, orderly, and properly supplied, and labels mail slots, as appropriate. Receives, secures, and distributes payroll, reimbursement warrants, and Light Rail Tickets to Translab staff, in accordance with departmental policies, maintaining appropriate logs and documentation. Incumbent is the point of contact for scheduling meeting/conference rooms and the auditorium, including teleconferences and insuring phones and or audio visual equipment is set up when needed.
- 15% (E) Incumbent will prepare and place purchase requests utilizing Cal-Card/Purchase Card Accounting Requisition (PCARS). Use the CAL-Card within the procurement and contracting guidelines set forth by the State Administrative Manual, State Contracting

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Manuals, Caltrans Acquisition Manual, Department's delegated authority, US Bank, and any additional District/Division requirements. Create CPO (STD.65) document in Advantage according to instructions provided on the QRG or Commodity Contract for purchase execution. Verify expenditure coding on the STD. 65. Print STD. 65 and obtain approval signature prior to purchase. Maintains Translab First Aid Kits, purchases supplies to ensure they are fully stocked.

- 10% (E) Incumbent is responsible for maintaining assigned copy/print rooms. Assists DES Administration staff with copying and/or scanning documents. Ensures that copiers, printers, scanners and fax machines are adequately stocked with paper and rooms are kept neat and orderly. Assist staff with routine problems involving copiers, fax machines, and other office equipment. Contact supply room staff to arrange for emergency and/or routine servicing of copiers, fax machines and other office equipment.
- 10% (M) Incumbent is responsible for assigning parking passes to Translab staff and maintaining accurate inventory. Conduct periodic check of parking lot and notify staff and management of unauthorized parking. Insures proper signage is posted. Notifies Security/CHP of any violations.
- 05% (E) ~~Perform other duties as required, consistent with the specifications of this classification.~~

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires a thorough knowledge of departmental organization and functions, and the incumbent must possess excellent clerical and interpersonal communication skills. The incumbent must be able to type a minimum of 40 words per minute and enter data accurately. The incumbent must use utilize good judgment in handling sensitive and confidential issues. This position requires a high degree of initiative and independence, as well as the ability to deal effectively and tactfully with all levels of staff. The incumbent must have competent knowledge of grammar, spelling, etc. and of proper formats to use for correspondence. Incumbent must be able to identify requests for information and direct those requests to the appropriate parties for response and/or resolution.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in data entry, letters or memos, or mail sorting/delivery may impact the efficiency of OBOS operations, causing project delivery delays through untimely presentation of important data and reports, ineffective use of staff, and loss of public funds.

PUBLIC AND INTERNAL CONTACTS

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The incumbent has frequent contact with other DES, District, and Headquarters staff, and may have contact with contractors, vendors, and/or the general public both in person and by telephone. The incumbent is expected to handle these contacts with professionalism at all times and gain and maintain the confidence and cooperation of those contacted during the course of work

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to sit for extended periods of time to perform tasks utilizing a keyboard, mouse, and video display monitor. The incumbent must be able to multi-task, organize and prioritize a heavy workload to ensure deadlines are met, adapt to changes in priorities, and complete tasks or projects with short notice. The incumbent must be able to stand and move about the Translab facility to make deliveries, and occasionally bend, stoop, and/or kneel.

WORK ENVIRONMENT

The incumbent will be exposed to various work environments. While at their base of operation, the incumbent will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The incumbent will also be required to walk outdoors at the Translab, and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	Date
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)	Date
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